

## **SECTION 4.55 TEMPORARY STAFFING**

**Last Update: 11/14**

Temporary staffing solutions may be necessary to supplement the permanent workforce. Temporary staffing solutions may include temporary or seasonal appointments through the state payroll or temporary staffing services through a temporary staffing vendor. The use of temporary staffing solutions may be appropriate when there is a need to cover an employee absence, a backlog of work, a special project, or when a vacant position is being filled. Temporary staffing solutions must be limited in duration and consistent with the guidance below. In addition to this information, please also refer to the [Frequently Asked Questions for Temporary Staffing](#).

### **Temporary Appointments (through state payroll)**

Temporary appointments will be in accordance with [IAC 11-57.4\(8A\)](#). Temporary appointments are limited to 780 hours per fiscal year. Temporary appointments may be made to any job class and temporary employees may be paid at any rate of pay within the pay range for the job class. The job class should be selected based upon the best fit for the work performed and the compensation required for the temporary appointment. Consult with your DAS Personnel Officer to identify an appropriate job class. It is advisable for agencies to provide written notice of the terms and conditions at the start of employment. Refer to sample appointment letters at the end of this section.

Temporary employees are not subject to merit system provisions. Generally speaking, temporary employees who become covered by a collective bargaining agreement are subject to the provisions of the applicable collective bargaining agreement, unless they are otherwise explicitly excluded from the benefit/term by another provision in the collective bargaining agreement or by law. For more information concerning the provisions in the AFSCME collective bargaining agreement that are applicable to temporary employees who become covered by the Agreement, please refer to [section 4.65](#).

Temporary appointments require completion of a Hiring Justification form ([CFN 552-0744](#)). This form should be submitted to your DAS Personnel Officer.

A temporary employee shall only be given another temporary type of appointment to the extent that the total number of hours worked in all temporary appointments in any agency, or combination of agencies, in a fiscal year does not exceed 780 hours. Further, a temporary appointment of any given individual on state payroll cannot be preceded or followed by a temporary services staffing assignment through a vendor of that individual to exceed 780 hours in a fiscal year, regardless of agency placement.

### **Seasonal Appointments (through state payroll)**

Seasonal Appointments will be in accordance with [IAC 11-57.7\(8A\)](#). Seasonal appointments may be made only during the seasonal period approved by DAS for the requesting agency and must be concluded by the end of that period. Each agency may designate only one seasonal period not to exceed six months. Seasonal employees may work any amount of hours during the designated seasonal period. Consult with your DAS Personnel Officer if you are not familiar with the approved designated seasonal period for your agency.

Seasonal appointments should be made only to designated seasonal job classes (listed below) and seasonal employees may be paid at any rate of pay within the range for the job class. Consult with your DAS Personnel Officer to identify an appropriate job class. It is advisable for agencies to provide written notice of the terms and conditions at the start of employment. Refer to sample appointment letters at the end of this section.

#### Seasonal Job Classes

[Natural Resources Aide](#) (*Department of Natural Resources only*)  
[Seasonal Aide](#)

Transportation Aide (Department of Transportation only)  
Utility Worker

Seasonal employees are not subject to merit system provisions. Generally speaking, seasonal employees who become covered by a collective bargaining agreement are subject to the provisions of the applicable collective bargaining agreement, unless they are otherwise explicitly excluded from the benefit/term by another provision in the collective bargaining agreement or by law. For more information concerning the provisions in the AFSCME collective bargaining agreement that are applicable to seasonal employees who become covered by the Agreement, please refer to [section 4.65](#).

Seasonal appointments require completion of a Hiring Justification form ([CFN 552-0744](#)). This form should be submitted to your DAS Personnel Officer.

**Temporary Staffing Services (not on state payroll)**

Temporary staffing services are provided by a temporary staffing vendor, and are not placed on state payroll. Temporary staffing service employees are **not** employees of the state; the temporary staffing vendor is the employer responsible for recruitment, hiring, discipline, and all other aspects of managing the employment relationship. Please consult with your DAS Personnel Officer regarding your particular situation.

**General Staff Augmentation**

General temporary staffing needs may be fulfilled through a master contract with PorticoHR. Standard job titles and pricing were established in this master contract to be used by all agencies. Job titles and pricing can be found at [http://bidopportunities.iowa.gov/?pgname=viewcontracts&contract\\_id=1231](http://bidopportunities.iowa.gov/?pgname=viewcontracts&contract_id=1231).

Generally, individuals providing temporary staffing services will be restricted to working less than 780 hours per fiscal year. In limited project-based assignments, subject to prior approval from DAS, positions may be eligible for a longer-term assignment not to exceed 18 months in a two-year period in any agency or combination of agencies. Project-based assignments are intended for projects with a limited scope of work and duration that require either professional or highly technical skills. These do not include administrative support, blue collar or other operational work that is required to carry out daily or routine activities. Please consult with your DAS Personnel Officer regarding your particular situation. Temporary staffing services through a vendor must be approved by DAS and DOM using the Temporary Staffing Vendor Services Request form ([CFN 552-0647](#)). This form should be submitted to your DAS Personnel Officer.

[PorticoHR](#) is the *sole provider* of temporary staffing services for project-based assignments of up to 18 months and the *preferred provider* for short-term assignments. Please consider PorticoHR ahead of any other temporary staffing agencies for short-term assignments:

PorticoHR  
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West Des Moines, Iowa 50266  
515-221-3233  
515-221-3236 (fax)  
[christine@porticostaffing.com](mailto:christine@porticostaffing.com)

**IT Staff Augmentation**

Temporary staffing needs that require IT skills may be fulfilled through a master contract with Computer Aid, Inc. (CAI). Standard job descriptions and rates were established in this master contract to be used by all agencies. The job descriptions and rates can be found at <https://das.iowa.gov/procurement/agencies/it-staff-augmentation>. CAI has a network of over 160 vendors that can provide staff to meet almost any IT requirement. To create a requisition and obtain approval for your IT staffing needs contact Joan Bond at (515) 314-8969 or [Joan\\_Bond@exchange.compaid.com](mailto:Joan_Bond@exchange.compaid.com). Creating your requisition in the CAI Peoplefluent system routes your request to the State Chief

Information Officer for approval. For additional questions, please contact Christine McNunn at [christine@porticostaffing.com](mailto:christine@porticostaffing.com) or 515-221-3233.